



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Lead Personal Property Clerk</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Assessor</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Assessment</u>	<b>JOB CODE:</b> 602	

### **DEFINITIONS:**

With general supervision, assigns and reviews work of staff, assesses taxable personal property in Boone County in accordance with State law, and provides customer service to taxpayers.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Assigns work to and assesses work of personal property staff; trains staff and provides guidance on more complex situations; assesses business and commercial personal property by calculating the depreciation of furniture, fixtures and equipment using standard depreciation tables; works with State Reciprocity Apportionment for large tractor/trailers; calculates the value and figures the apportionment.

Grants extensions for the filing deadline for businesses; sends form letters to taxpayers; corresponds and responds to tax representatives on behalf of their clients; enters sales information for the Chief Appraiser; sends out sales questionnaires to new owners and enters new data received.

Prepares Personal Property Declarations and mails to taxpayers; scans documents; records in log books.

Greets customers and answers questions; helps with automobile registration; real estate and mapping.

**KNOWLEDGE AND SKILL:**

1. Good knowledge of standard office practices, record keeping and office equipment and computer software.
2. Good knowledge of County and state rules and regulation regarding personal property.
3. Good knowledge of Boone County policies and procedures.
4. Skill in supervising office staff, and in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and three years secretarial/office management experience; ability to type 45 wpm.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)